

**WINSLOW PUBLIC
LIBRARY
MEETING ROOM
RESERVATION FORM**

PLEASE PRINT CLEARLY

NAME OF ORGANIZATION: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE:

DAY _____

NIGHT _____

DATE NEEDED: _____

TIME NEEDED: _____

ROOM PREFERENCE:

JOSIAH HAYDEN ROOM _____

MEETING ROOM _____

BOTH _____

ATTENDANCE EXPECTED: _____

EXTRA PARKING NEEDED:

YES _____

NO _____

FEE ENCLOSED: _____

DATE COMPLETED: _____

MEETING ROOM POLICY

1. The Meeting Rooms are reserved for the use of the community and nonprofit activities only. No group whose purpose is commercial in nature may use the rooms, even if the planned event meets other criteria.

2. No admission fee may be charged for any event, nor may collections be taken, funds solicited, or any direct sales made.

3. All meetings held in the library meeting room(s) must be open to the public.

4. Attendance at a meeting in the Meeting Room(s) may be no more than fifty (50). The Josiah Hayden Room accommodates approximately 12. Both rooms may be utilized for a meeting with a maximum occupancy of fifty (50).

5. Reservations must be made for specific hours and groups must leave **promptly** at the conclusion of the specified time.

6. Use of the room, which disturbs the library patrons, is prohibited.

7. Smoking or drinking of alcoholic beverages is prohibited in the meeting rooms or anywhere in the library or on library property.

8. No signs, posters, displays or decorations may be put up without prior permission.

9. Groups are responsible for their own set-up of tables, chairs, etc. and must clean up the room, returning it to its original condition. Time for this must be included in the time required to reserve the room.

10. Neither the name nor the address of the library may be used as the address for groups or organizations using the meeting room.

11. Failure to abide by these regulations will result in the denial of future use privileges.

12. Fees will be waived for nonprofit organizations, although, donations will be accepted.

13. If a large group of people is expected please inform the library so arrangements for additional parking can be made.

14. As per town resolution #20-2004 there is no smoking allowed on town property. Please do not smoke inside or outside the library.

***Please initial that you have read and understood our policy.** _____

Cancellations

Please contact the library should the planned meeting be cancelled.

The library reserves the right to cancel a meeting if a conflict with a library or town function should arise. As much advance notice as possible will be given. The library may close due to inclement weather, so call ahead to find out if it is still open.

Fees

Both Rooms:

Up to 4 hours - \$20

Over 4 hours - \$30

Josiah Hayden Room

Up to 4 hours - \$10

(Revised May 2010)

The Meeting Room at the Winslow Public Library is a modern, accessible, climate-controlled space. It is offered free for use to the community for non-profit activities.

Contact

Library: (207) 872-1978

Fax: (207) 872-1979

or e-mail:

wplill@winslow.lib.me.us

Reservations are on a first-come, first-served basis.

HOURS

Monday, Tuesday & Friday:

9 a.m. - 8 p.m.

Wednesday - Thursday:

1 p.m. - 8 p.m.

Saturday:

9 a.m. - 1 p.m.

From July until Labor Day the library is closed on Saturdays.

Winslow Public Library
136 Halifax St.
Winslow, ME 04901